

## MULTI-PURPOSE ROOM USAGE POLICY

Effective February 15, 2000

The library will give priority to its own requirements and reserve blocks of time for its own use. The time not required by the library will be made available to other groups that are in harmony with the aims and goals of the library on the following conditions:

1. Room is to be used for meetings, seminars and displays only, unless approval for any other activity is given by the board. The library reserves the right to deny usage of the facility to any group or individual whose activities are inappropriate, offensive or disruptive to library operations.
2. A. Room Rental Fees
  - i. Full Rental
    - Businesses
    - Organizations charging an admission fee
    - Full day \$100
    - Six hours or less \$50
  - ii. Half price
    - Non-profit groups operating with paid staff
    - Full day \$50
    - Six hours or less \$25
  - iii. Free of charge
    - Departments and Committees of the City and Rural Municipality of Portage la Prairie
    - Non-profit volunteer organizations
    - Groups of individuals pursuing a non-commercial activity
- B. Equipment Rental Fees
  - i. For the use of equipment/furniture, other than those items covered under sections 10 and 12, a fifteen (\$15) rental fee will be charged. (excluding the City and Rural Municipality of Portage la Prairie)
  - ii. Library staff will ensure that the equipment is set up and taken down correctly.
  - iii. This fee may be waived should the renter have a good enough working knowledge of the use of the equipment that library staff will not be required to assist. However, user may be assessed for any damage incurred if used by an unqualified person.
3. Maximum occupancy is 50 people.
4. The library will keep a booking calendar.
5. To accommodate monthly meetings, bookings can be made for a six-month period.
6. Should there be a conflict with library requirements, adequate notice will be given to the other party of the conflict and an alternate date or location within the library may be arranged.
7. Organizations or groups must give at least two weeks notice if the booked time is not required. Failure to do so may result in the loss of booking privileges. In cases where section 2a or 2b apply, the business/organization may be charged all or a portion of the rental fee.

8. Activities will be limited to the hours of library staffing.
9. The library may restrict the number of times an organization uses the room in a month.
10. Furniture is the property of the library. Tables and chairs are available in the room and more may be available depending on library use.
11. The user is responsible for setting up the room.
12. A coffee urn is available, but the user must supply own refreshments.
13. The user is responsible for leaving the room clean and tidy.
14. The user may be assessed for any damage incurred.